



JUL 21 2004

PQ-2004-02

MEMORANDUM TO ASSISTANT REGIONAL ADMINISTRATORS, PBS
1P, 2P, 3P, 4P, 5P, 6P, 7P, 8P, 9P, 10P, WP
REGIONAL REALTY SERVICES OFFICERS

FROM: CHRISTOPHER REUTERSHAN
INTERIM ASSISTANT COMMISSIONER FOR
NATIONAL CUSTOMER SERVICE MANAGEMENT – PQ

SUBJECT: Extension of Realty Services Letters

1. Purpose. This Realty Services Letter (RSL) extends the expiration date of expired or expiring RSLs and provides a common expiration date for RSLs issued in the past year.
2. Background. RSLs expire 1 year after the date of issuance unless extended.
3. Effective Date\Expiration Date. Listed RSLs are extended for 1 year and will expire on July 31, 2005, unless modified, extended, or canceled earlier.
4. Cancellation. Realty Services Letter, PE-2003-08, entitled *Revised Leasing Forms*, has been replaced with Realty Services Letter, PQ-2004-01. Realty Services Letter, PE-2003-04, entitled *Extension of Realty Services Letters*, has been replaced with this Realty Services Letter, PQ-2004-02.
5. Coverage. This RSL applies to all real property leasing activities.
6. Instructions/Procedures.
 - a. All RSLs listed on Attachment 1 are extended.
 - b. RSLs listed on Attachment 2 were canceled to make them non-mandatory. However, they may provide useful historical information on regulatory and procedural changes and include good business practices that may continue to be referenced for optional use.
 - c. RSLs often cover more than one subject and there may be more than one RSL that applies to a particular subject, with the latest modifying some portion of the earlier issuance. It is the responsibility of realty professionals, therefore, to be familiar with each RSL.
 - d. RSLs are available on GSA InSite at <http://insite.pbs.gsa.gov/pe/>. Under Realty Library select Realty Letters and then scroll down to the lists under the Attachments.

Attachments

Realty Services Letters Extended

DATE ISSUED	NUMBER	SUBJECT	EXP. DATE
12/19/85	PRL-85-10	Acquisition Planning for Leasing	7/31/2005
09/21/89	PQRP-89-08	Handicapped Accessibility in Leased Space	7/31/2005
06/26/90	PQRP-90-03	Uniform Federal Accessibility Standards for Storage/Warehouse Leases - Certification/Applicability	7/31/2005
06/24/93	PQRP-93-02	Document Requirements for Non- Recurring Lease Payments Pursuant to the Prompt Payment Act	7/31/2005
09/13/94	PQRP-94-07	Davis-Bacon Act and the Acquisition of Leasehold Interests in Real Property	7/31/2005
8/18/95	PER-95-03	Simplified Procedures for Acquisition of Leasehold Interests in Real Property	7/31/2005
12/20/95	PER-95-06	Executive Order 12072/Implementation of Urban Location Policy	7/31/2005
7/3/96	PER-96-03	Appraisal Requirements for Lease Acquisition	7/31/2005
10/30/96	PER-96-04	Safety and Environmental Procedures in Lease Acquisition	7/31/2005
7/18/2000	PX-2000-02	Energy, Environmental, and Sustainable Design in Lease Acquisition	7/31/2005
11/17/2000	PX-2000-03	Revised SFO- Tenant Improvement SFO	7/31/2005
9/21/2001	PX-2001-02	Revised Leasing Forms	7/31/2005
9/21/2001	PX-2001-03	Guidance on Use of the SFO and Lease Forms	7/31/2005
12/21/2001	PX-2001-05	Lease File Secure Storage	7/31/2005
2/1/2002	PX-2002-01	Lease File Index Revision	7/31/2005
2/21/2002	PE-2002-02	Regional Real Estate Peer Review	7/31/2005
3/28/2002	PE-2002-03	Relocation Assistance for Lease Construction	7/31/2005
3/14/2003	PE-2003-01	Rural Development Act Compliance	7/31/2005
6/30/2003	PE-2003-02	Adjusting Discount Rates and Inflation Rates For Lease Offer Analysis	7/31/2005
7/1/2003	PE-2003-03	"Office Hoteling" Leasing	7/31/2005
8/13/2003	PE-2003-05	Davis-Bacon Act and the Acquisition of Leasehold Interests in Real Property Clarification and SFO Revision	7/31/2005
9/30/2003	PE-2003-06	Fire Protection, Life Safety, and Environmental Procedures in Lease Acquisition	7/31/2005
7/21/2004	PQ-2004-01	Revised Leasing Forms	7/31/2005

Good Business Practices in
 Realty Services Letters Previously Canceled
 (For Optional Use)

DATE ISSUED	NUMBER	SUBJECT
01/20/82	PRL-82-04	Rental Payments During Holdover Tenancy
10/05/83	PRL-83-10	Buying out Vacant Leased Space
03/16/84	PRL-84-07	Full Analysis of Sole Source CPI Cost Bases
08/24/84	PRL-84-14	Lease Awards Obligating Rental Payments for Unoccupied Space
11/26/84	PRL-84-18	Payment of Real Estate Taxes
03/12/87	PQP-87-02	Format for Lease Alteration Files
07/27/88	PQP-88-05	Lease Awards Obligating Rental for Unoccupied Space
07/28/88	PQP-88-07	Lease Negotiations
10/06/89	PQRP-89-09	Building Purchase Program
02/28/91	PQRP-91-02	Guidance on Negotiation & Administration of the Real Estate Tax Adjustment Clause
03/06/92	PQRP-92-01	Redefined Requirements for Reporting Rental Payments to the Internal Revenue Service
07/16/92	PQRP-92-04	Small Business Subcontracting Plans
11/09/92	PQRP-92-05	Emergency & Disaster Leasing Procedures
07/06/93	PQRP-93-03	Amendments to the Buildings Purchase Program Policy PQRP-89-09, dated October 6, 1989
8/31/94	PQRP-94-06	Use of GSA Form 387
2/22/95	PER-95-01	Streamlined Business Practices for Acquisition of Leasehold Interests in Real Property
8/22/95	PER-95-04	Implementing Lease Lab and Lease Acquisition BPR Recommendations
4/29/96	PER-96-02	PBS Handbooks in Property Acquisition and Realty Services
1/9/97	PER-97-01	Multi-Unit Leases
8/26/97	PER-97-03	Tax Payments and Timeliness of Lessor Tax Documentation